## Application for Plan Review City of Lansing, Building Safety Office 316 N. Capitol Avenue, Suite C-1 Lansing, MI 48933

## **Location of Proposed Construction:**

Facility Name:	Address:		
Parcel Number:	Suite Number:		
Building Data:			
Gross Floor Area: New Building:SQ. FT. Addi	tion: SQ. FT. Alteration: _	SQ. FT.	
Repair: SQ. FT.			
Classification per Building Code: Building Use Group:	Construction Type:	Area per Floor:	
No. of Floors: Number of Occupants:			
Fire Sprinklers: None: Entire Building:	Limited Area (Describe):		
Description of Project:			
Design Professional in Responsible Charge:			
Firm Name:	Licensed Individual:		
Michigan License Number:	Email:		
Mailing Address:	City:	State:	Zip:
Telephone Number: ()	Fax Number: ()		
Applicant:			
Firm Name:	Individual:		
Email:	<del></del>		
Mailing Address:	City:	State:	Zip:
Telephone Number: ()	Fax Number: ()		
Applicant Signature:		-	
Project/Construction Manager: (If Applicable)			
Firm Name:	Individual:		
Email:	<del></del>		
Mailing Address:	City:	State:	Zip:
Telephone Number: ()	Fax Number: ()		
Building/Property Owner:			
Firm Name:	Individual:		
Email:			
Mailing Address:	City:	State:	Zip:
Telephone Number: ()	Fax Number: ()		
Valuation of Work: \$	Plan Review Fee: \$_		

Instructions for Application for Plan Review (incomplete applications cannot be processed)

**Location Information:** Provide all requested information

**Building Data:** Provide all requested information. The building use, construction type and number of occupants shall be as prescribed by the building code.

**Design Professional in Responsible Charge:** Provide all requested information.

**Applicant:** Provide all requested information with an original signature.

**Project/Construction Manager:** Provide all requested information if applicable.

**Building Owner:** Provide all requested information

All correspondence will be sent to the Design Professional. A courtesy copy will be sent to the Applicant and Project Manager (if applicable).

## **Required Submittals for Plan Review**

For each facility, submit completed application, plan review fee (see Schedule A) made payable to the **City of Lansing** and two (2) sets of plans and specifications with **original seals and signatures** in accordance with 1980 PA 299.

**Building Code:** Site plan, foundation plan, soil bearing capacity, floor plans, building elevations, building sections, framing plans, details, roof plan, roof finish schedule, interior finish schedule, door and hardware schedule, roof live and dead loads, floor live and dead loads.

**Electrical Code:** Plans for all electrical systems using more than six (6) circuits shall include lighting layout, circuiting, switching, conductor and raceway sizes, wattage schedule, service location and riser diagram, load calculations, appropriate plans showing standard symbols of all electrical equipment.

**Mechanical Code:** Plans indicating heating equipment, air conditioning equipment, ductwork material and layout, fire dampers, ventilation of rooms and areas, location of chimneys and vents, piping layouts, and how required access to equipment will be provided (rooftop etc.).

**Plumbing Code:** Floor plans, water supply riser diagrams and water distribution system, and roof plan. Show direction of flow, pipe sizes, grade of horizontal piping, elevations, drainage fixture unit loading of both stacks and drains in the DWV system, supply fixture unit load for the water system, branch supplies serving more than one plumbing fixture, appliance or hose outlet.

**Energy Code:** Floor plans, building sections, details, exterior envelope component materials, "U" values of elements, "R" values of insulating materials, size and type of apparatus and equipment, energy calculations (including electrical, mechanical, and plumbing compliance documentation).

Any other information necessary to fully document the proposed construction and demonstrate compliance with all applicable codes. Incomplete submissions cannot be processed and will delay the plan review process.

## **Upon Receipt of All Required Submittals**

An email confirmation will be sent to the Design Professional, Applicant, and Project Manager (if applicable) giving the project number. All correspondence and additional submittals should reference the project number. Plan Reviews are processed on a "first come, first served" basis and will be completed as quickly as possible.

Once the Plan Review is completed, a Building Permit Application may be filed.

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